

4-8-98 Minutes

A called meeting of the Council of the City of Bedford, Virginia, was held in the Council Hall of the Municipal Building at 6:35 p.m., April 8, 1998.

Members present: Mayor G. Michael Shelton; Vice Mayor Larry D. Brookshier; Councilman H. Davis Ballard; Councilwoman Mary L. Flood; Councilwoman Linda Kochendarfer; Councilman W. D. Tharp; and Councilman Robert T. Wandrei.

Members absent: None.

Staff present: Clerk of the Council Teresa W. Hatcher.

Mayor Shelton opened the meeting.

The Clerk of Council read the Notice of Called Meeting which stated the purpose of the meeting as follows:

Mr. Mike Amyx, Executive Director of VML, will be here to talk about procedures for replacing the retiring City Manager

Mr. Amyx reviewed a publication of The Virginia Municipal League, *Hire Smart, A Guide for Local Government Officials*. The guide provides steps for elected officials to follow in hiring a new City Manager. Topics covered by Mr. Amyx and discussed by Council were: developing a profile of the ideal candidate, recruiting and advertising, screening, interviewing, reference checking, and managing negotiations and employment agreements.

Council also discussed the possibility of utilizing the services of an executive search firm to assist in the recruitment of a City Manager.

Mr. Amyx is to furnish the Mayor with a list of search firms who do a lot of work in Virginia. These firms will be requested to furnish Council with information that will reflect the general background of each of the firms and may include a sample search for a comparable size community.

Council members will work on development of a profile for a new City Manager.

It was the consensus of Council to utilize the services of a search firm to assist in the recruitment of a City Manager.

An item is to be included on the agenda of the next regular Council meeting concerning the utilization of a search firm to assist in the recruitment of a City Manager, at which time Council should have the additional information requested.

Other topics discussed were: the Procurement Act; developing a packet of information about the City and surrounding area to give to the candidates; and the interview process.

Mayor Shelton adjourned the meeting at 8:20 p.m.